

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 11 Ordinance/Resolution# 14-15-133

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of July 6, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE SENIOR NUTRITION PROGRAM TO PRICE'S CREAMERIES OF EL PASO, TX, AND SHAMROCK FOODS OF ALBUQUERQUE, NM, FOR FISCAL YEAR 2015-2016 FOR THE PERIOD SEPTEMBER 1, 2015, THROUGH JUNE 30, 2016, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR PERIODS SUBJECT TO ANNUAL BUDGET APPROPRIATIONS AND RENEWAL.

PURPOSE(S) OF ACTION:

Award pricing agreement.

COUNCIL DISTRICT: ALL		
Drafter/Staff Contact: Sonia Saldana	Department/Section: Community and Cultural Services/ Senior Programs	Phone: 575-528-3001
City Manager Signature: 		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Community and Cultural Services Department, Senior Programs Section, solicited request for proposals (RFP) for food purchases for the Senior Nutrition Program in March 2015. The RFPs cover all food items and supplies, excluding fresh produce and bread, to be used for congregate and home delivered meals for eligible senior citizens. The congregate meals are served Monday through Friday at Munson Center, Henry Benavidez Center, Frank O'Brien Papen Center, Eastside Center, and potentially at the Sage Café Center located on the East Mesa. The meals are also delivered to eligible homebound seniors and frozen weekend meals are prepared for homebound and "at-risk" seniors.

Three vendors submitted proposals in compliance with the Procurement Code and the deadline established by the Purchasing Office. None of the vendors that submitted proposals were local vendors per the Procurement Code of the Las Cruces Municipal Code, 1997, as amended, thus

(Continue on additional sheets as required)

making the successful proposers ineligible for the local preference. After review of the proposals, the program staff are recommending that the Purchasing Manager provide indefinite quantity, indefinite cost price agreements as outlined within Exhibit "A", Purchasing Manager's Request to Contract (PMRC) in the proposed Resolution to Price's Creameries of El Paso, TX, and Shamrock Foods of Albuquerque, NM. The total budgeted amount for meals and supplies for Fiscal Year 2015-2016 is close to \$500,000. The total amount of expenditures will not exceed \$500,000 for the period September 1, 2015 through June 30, 2016.

The PMRC contains provisions that allows for three (3) additional one-year periods to the price agreements subject to annual budget appropriations by the City Council and annual renewal process, which includes satisfactory performance and materials provided by the proposers.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of __ for FY ____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

The City of Las Cruces Senior Programs' Fiscal Year 2015-2016 budget includes federal and state funding to cover the purchase of Senior Nutrition Program food and supplies.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Older American Act	21205160-730610-3616A	\$110,301.00	\$110,301.00	\$0.00	N/A
Older American Act	21205160-730610-3616B	\$162,013.00	\$162,013.00	\$0.00	N/A
Cash-in-Lieu of Commodities	21205240-730620-3716A	\$77,893.00	\$77,893.00	\$0.00	N/A
Cash-in-Lieu of Commodities	21205240-730620-3716B	\$116,838.00	\$116,838.00	\$0.00	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this action will approve the purchase of program food and supplies for the congregate and home delivered meals program under a pricing agreement with two providers for the period September 1, 2015 through June 30, 2016 and three, one-year renewals subject to annual budget appropriations.
2. Vote "No"; this will result in the Senior Nutrition Program suspending meal service.
3. Vote to "Amend"; this action could result in operating services at a reduced level.
4. Vote to "Table"; this will require direction to staff from City Council.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 14-15-133

A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE SENIOR NUTRITION PROGRAM TO PRICE'S CREAMERIES OF EL PASO, TX, AND SHAMROCK FOODS OF ALBUQUERQUE, NM, FOR FISCAL YEAR 2015-2016 FOR THE PERIOD SEPTEMBER 1, 2015, THROUGH JUNE 30, 2016, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR PERIODS SUBJECT TO ANNUAL BUDGET APPROPRIATIONS AND RENEWAL.

The City Council is informed that:

WHEREAS, the Community and Cultural Services Department, Senior Programs Section solicited food bids in March 2015 for the Senior Nutrition Program; and

WHEREAS, these bids cover all food items and supplies, excluding fresh produce and bread to be used for both the congregate and home delivered meals for senior citizens; and

WHEREAS, the successful vendors were: Price's Creameries of El Paso, TX, and Shamrock Foods of Albuquerque, NM; and

WHEREAS, the total amount of expenditures will not exceed \$500,000 for the period September 1, 2015, through June 30, 2016.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the indefinite quantity, indefinite cost food purchase price agreement for the Senior Nutrition Program is hereby awarded to Price's Creameries of El Paso, TX, and Shamrock Foods of Albuquerque, NM, for the period September 1, 2015, through June 30, 2016, including the option to renew for three (3) additional one-year periods subject to annual budget appropriations and renewal.

(II)

THAT the Purchasing Manager is authorized to contract with Price's Creameries and

Shamrock Foods as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made part of this Resolution.

(III)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by _____

Seconded by _____

APPROVED AS TO FORM:

W.B. Batey Jr.

City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: July 6, 2015

Resolution No.: 14-15-133

**Contract Purchase For
Senior Nutrition Program**

The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

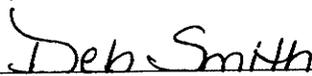
- 1. RFP No./ Due Date: **RFP No. 14-15-133 / April 14, 2015**
- 2. Description: **Senior Nutrition Program**
- 3. Using Department: **Community & Cultural Services**
- 4. Number of Responses Solicited: **Seventeen (17)**
- 5. Number of Responses Accepted: **Two (2)**
- 6. Award Recommendation To: **Price's Creameries of El Paso, TX and Shamrock Foods of Albuquerque, NM**
- 7. Total Award Amount: **Indefinite cost / quantity**
- 8. Contract Duration: **Four (4) years subject to annual renewals and approved budgets**

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No	X	LCMC §24-100 not applicable to this solicitation
	Yes		Made A Difference To Awards(s) Made No Difference To Bid Award(s)

PROCUREMENT CODE COMPLIANCE:

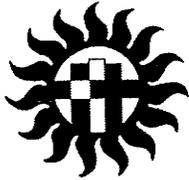
The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.


 Purchasing Manager

16-17-15
 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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City of Las Cruces®

PEOPLE HELPING PEOPLE

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of July 6, 2015
(Adoption Date)

TITLE:

A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE SENIOR NUTRITION PROGRAM TO PRICE'S CREAMERIES OF EL PASO, TX, AND SHAMROCK FOODS OF ALBUQUERQUE, NM, FOR FISCAL YEAR 2015-2016 FOR THE PERIOD SEPTEMBER 1, 2015, THROUGH JUNE 30, 2016, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR PERIODS SUBJECT TO ANNUAL BUDGET APPROPRIATIONS AND RENEWAL.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter – Sonia Saldana, Senior Programs	<i>Sonia Saldana</i>	528-3001	6/16/15
Community and Cultural Services Director	<i>David Allen</i>	528-3060	6/17/2015
Grant Manager	<i>Victoria Fiedrich</i>	541-2280	6/17/15
Purchasing Manager	<i>Deb Smith</i>	541-2527	6/17/15
Assistant City Manager /CAO	<i>[Signature]</i>	541-2018	6/18/15
Management & Budget Manager	<i>[Signature]</i>	541-2107	6/17/15
Assistant City Manager/COO	<i>[Signature] for D. Avila</i>	541-2651	6/24/15
City Attorney	<i>[Signature] for W.R. Balentine</i>	541-2128	6/25/15
City Clerk - Interim	<i>[Signature]</i>	541-2116	6/26/15